

Lobby Registration Deadlines Are Approaching; Lobbyist Ethics Course Is Also Required

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All lobbyists, their employers and clients must file new registration forms for the 2007-2008 legislative session. The renewal period is held from November 1, 2006, through December 31, 2006, and registration forms must be on file with the Secretary of State's office before lobbying can commence. Over 4,000 filings will be processed during the 60 days. Here are some suggestions to ensure that your registration is complete. Remember, most lobbying filers must file registration forms both on paper and electronically.

Lobbying Firms

File your paper copies in one packet. Include for each client listed on the registration a Form 602, Lobbying Firm Authorization Statement. Include for each lobbyist a recent photo from the shoulders up, a \$25 registration fee and a certification statement, Form 604. Take the time to double check the information on all forms to ensure that the names, addresses and telephone numbers are correct.

Lobbyist Employers

Only lobbyist employers that employ one or more in-house lobbyists must file the registration statement, Form 603. Be sure to include for each lobbyist a recent photo from the shoulders up, a \$25 registration fee and a certification statement, Form 604.

Persons that only employ lobbying firms do not register. However, as noted above, an authorization statement, Form 602, must be included with the lobbying firm's registration. If an entity employs more than one lobbying firm, a Form 602 must be sent to each firm. Be sure that the name, address, telephone number and responsible officer information is the same on all forms.



Lobbyists

Lobbyists must complete the Form 604 and include the form as part of the registration documents filed by the lobbying firm or lobbyist employer. Do not send the paper Form 604 separately to the Secretary of State. Lobbyists must also attend an ethics class. A \$25 registration fee for the class is required. See the next page for more information.

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Frequently Asked Questions

Q: A lobbying firm will start a contract with a new client beginning October 2006 and the contract will extend through 2007. The firm will immediately begin lobbying on behalf of the client's interests. Must the firm register the client for the 2005-2006 session and the 2006-2007 session?

A: Yes.

Q: A lobbyist registered in August and provided a photo with the registration at that time. Is another photo required with the registration documents filed for the 2007-2008 legislative session?

A: Yes.

Q: Our lobbying firm will not be lobbying for a client for the 2007-2008 legislative session. However, the firm may receive a payment in 2007 for services that were performed in 2006. Does the firm re-register this client?

A: No. If you are not lobbying for the client, do not list the client on your registration statement. When payments are received, list the payment on your quarterly form, Form 625, and note that the payment was for services provided in a prior legislative session.

Q: Am I required to file my registration statements electronically if I file them on paper?

A: Yes, once you have met the threshold to file electronically file, all statements and reports must be filed electronically from then on.

Ethics Course Requirement

Government Code Section 86103 requires lobbyists to attend an ethics orientation course as a condition of registration. The Assembly Legislative Ethics Committee and the Senate Committee on Legislative Ethics jointly conduct the ethics course orientation programs for lobbyists. The scheduled course dates are November 16, 2006, January 18, 2007, February 8, 2007, and April 19, 2007, in Sacramento and one in Los Angeles on March 15, 2007. **For times, reservations, sign-up forms and further information on the courses offered, you may contact the Senate ethics committee at 916-651-1507.**

Lobbyists renewing their lobbying certification must take the course by June 30, 2007 if they have not completed the course in the previous 12 months. New lobbyists must complete the course within 12 months of registering. **THERE IS NO PROVISION FOR WAIVER OF THE ETHICS COURSE REQUIREMENT.**

Any lobbyist who does not complete the ethics course requirement and fails to comply with the related filing deadlines is prohibited from acting as a lobbyist in California and may be subject to criminal penalties and substantial fines.

Lobbyist Ethics Course Dates

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Sacramento: November 16, 2006
January 18, 2007
February 8, 2007
April 19, 2007

Los Angeles: March 15, 2007